

## Records Retention Schedule

### GEORGIA DEPARTMENT OF HUMAN RESOURCES

**Division/Office:** Office of Technology & Support

**Section/Unit:** Specialized Services Section  
Policy Administration/Records Management Unit

**Schedule Use:** Department Wide

**Schedule No.:** 73-499      **Admin. Chg. Date:** 10-15-97

**Record Series Title:** PROCEDURAL INSTRUCTION FILES

**Description:** Documents relating to preparing, coordinating, issuing, and interpreting directives, policies, procedures, and comparable instructional material. These files accumulate from preparation and interpretation of instructions.

Included are: coordinating actions, studies, interpretations, and published record copies of instructions, such as directives, policies, procedures, and memorandums; messages for expeditions interim changes to instructions; organization charts, official training material.

**File Arrangement:** Alphabetically by subject; thereunder, by date.

**Retention/Disposition Instructions:**

Cut off file at end of each calendar year; hold in current files area 2 years; transfer to local holding area; hold 5 years; then destroy.

**Confidential:** No-Open Record

**Supersedes:** 73-499 (approved 9-12-73)

M 97-253

(73-499.OSS)

970922-03

**RECORDS RETENTION SCHEDULE NOTIFICATION  
(ADMINISTRATIVE CHANGE OR DELETION)**

TO: DEPARTMENT OF ARCHIVES AND HISTORY - SCHEDULING  
AND  
FOLLOWING DHR RECORDS COORDINATORS AND ALTERNATES

*M 97-253*

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE

☐ ALL DHR DIVISION / OFFICE RECORDS COORDINATORS AND ALTERNATES

FROM DHR POLICY ADMINISTRATION/RECORDS MANAGEMENT UNIT

SCHEDULE NO. SEE BELOW *	NOTIFICATION DATE
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SERIES TITLE  
VARIOUS - SEE SAMPLE SCHEDULES ATTACHED.

APPROVED DATE	ADMINISTRATIVE CHANGE DATE (IF APPLICABLE)
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☒ ADMINISTRATIVE CHANGE-SEE ATTACHED COPY (COPIES) OF CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON ATTACHMENT(S).

☐ IGNORE ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.

☐ SCHEDULE DELETION

☐ SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST"

OR

☐ SEE DELETION EXPLANATION BELOW.

*3WC* *12/2/97* *12/2/97*  
~~00-083, 00-082, 00-081, 00-084, 00-080, 78-110, 73-499, 73-500, 73-501, 76-115, 78-016, 78-0299-A, 78-301~~  
 78-302, 78-303, 82-378, 84-095, 84-099, 89-060, 89-061, 94-0022 AND 94-0023.

DHR RECORDS MANAGEMENT OFFICER APPROVAL

*Gerald Poy*

DATE:  
9-10-97

DEPT. OF ARCHIVES AND HISTORY APPROVAL

*Peter Eschmider*

DATE:  
12-2-97